

To: Code 01B5		From: (Code/Dept.):			Date:	
Purpose: () Academic -- () Research -- () Maintenance -- () Other (specify):						
Point of Contact:					Phone:	
Requests should be emailed to audiovis@nps.navy.mil , faxed to x3780, or sent to NPS Audio-Visual Department (Code 01B5) at least one week in advance. NPS AV cannot guarantee delivery of equipment or services for requests sent less than one week in advance.						
PROJECTION				AUDIO		
	35mm Slide Projector				Sound System	
	Overhead (transparency) Projector				Cassette or CD Player	
	Computer Projector (portable or built-in)				Audio Recording	
	NPS AV does not provide computers				Podium	
	(sorry, no DVD players available yet)				Microphone	
VIDEO						
	VHS Player – with Monitor () or Projector [portable or built-in] ()					
	VHS Camcorder – with Tripod () and/or Wireless Microphone () (customer <i>must</i> provide tapes)					
	Video Duplication (customer <i>must</i> provide blank tapes)					
	Video Editing (please call x2035 to discuss needs; customer <i>must</i> provide blank tapes)					
OTHER						
	Flip Chart Easel			Poster Easel		Portable Screen
From (date/time)			To (date/time)		Location	
Special Requirements, Notes, etc.:						
DO NOT WRITE BELOW THIS LINE						
Initial	RT	OT	Rate	Cost	Record Time (in minutes)	Equipment
Total Hrs:		Total Cost:				Time
AV Number		Setup		Pickup		Location

<http://www.nps.navy.mil/av/>.